

DHS Facility Administrator

SUMMARY: Under the direct supervision of the Assistant Commissioner of Finance and Administration the Facility Administrator oversees all facility needs at Citizens Plaza building as well as the 133 county offices throughout the State of Tennessee. The Facility Administrator works closely with lessors of the DHS properties as well as Department of General Services to facilitate the maintenance needs of DHS properties as well as the real estate needs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- The facility administrator is responsible for managing all leases for DHS county offices and submitting to fiscal office for payment.
- Works in coordination with DGS/STREAM to identify deficiencies for improvement, program space needs analysis, develop budgets and coordinate the relocation of DHS staff to meet agency needs.
- Responsible for resolving complex problems associated with time sensitive schedules.
- Consistently maintains effective working relationships with others by responding promptly and constructively to inquiries or requests from others staff, resolving conflicts immediately and cooperating fully with others to meet departmental objectives.
- Is knowledgeable of facility operations and able to recommend solutions to continue operation on a day to day basis without interruption.
- Will be available 24/7 if county offices require immediate emergency action to address crisis associated with natural or man-made emergencies.
- Consistently and effectively maintains close contact with supervisors as to progress, problems and plans that impact DHS operations.
- Will provide direction and leadership in working with support with DHS staff to ensure the high quality delivery of services for the DHS.
- Consistently and efficiently establishes clear and effective objectives and expectations in accomplishing work tasks.
- Will remain calm in emergency situations and will assist in the management of the Citizen Plaza Floor Warden Program.
- Always implements follow up action to ensure problems are adequately addressed and resolved.
- Has a working understanding of TOSHA and TN State Fire Code requirements.
- Always ensures compliance with Title VI standards.
- Always sets priorities on work to be completed so that more urgent and important tasks are given immediate attention.
- Always returns phone calls and emails in a timely manner.
- Can generate recommendations based on need of blueprint review, furniture, equipment etc.
- Can generate and implement a comprehensive safety and health plan to safeguard DHS staff.
- Will process and submit all invoices associated with DHS office space to the appropriate fiscal authority.
- Will work directly with DGS/STREAM to coordinate DHS improvement needs with the TN State Building Commission, as well as working to vet projects with DGS/STREAM so that they are adequately programmed and funded.
- Will be accountable for all capital budget requests submitted to the Dept. of F & A for approval in the Governors Budget.

Technical/Analytical

1. Provides expert facility support.
2. Ability to resolves maintenance issues.
3. Ability to implement, monitor and enhance appropriate systems of internal controls and procedures.
4. Directly execute and/or closely supervise all activities related to facilities and maintenance needs.

Managerial

1. Prepare and present briefings to various organizations on facility issues.
2. Monitor and develop staff using a supportive and collaborative approach; setting objectives, holding staff accountable, establish priorities and monitoring and evaluating process.
3. Lead day to day operations as well as change and improvement efforts.
4. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
5. Clearly communicate facility information to management.
6. Continuously collaborate with management to assess the facility efficacy of departmental operations.

Knowledge, Skills and Abilities

1. Experience a facility role, integrity, a proactive approach, and excellent judgment, a results-oriented and problem-solving mentality.
2. Management skills with the ability to coach and mentor staff with diverse levels of expertise.
3. Analytical skills that support tactical and strategic decision making.
4. Strong written, oral, interpersonal and presentation skills and the ability to effectively translate complex facility needs to individuals at all levels and backgrounds.
5. A comprehensive knowledge of facilities and maintenance.
6. A commitment to the mission of the organization.
7. Skill in organizing facility operations effectively and efficiently to meet business objectives.

EDUCATION/EXPERIENCE: The person appointed to this position must exemplify all the core competencies expected of a Facility Administrator including being a leader of change, being a leader of people, being results oriented, possessing good business expertise, and being able to build coalitions and communicate effectively within the department and across the state. Education: A Bachelors degree is required. A minimum of 5 years facilities and maintenance experience. Prior experience in a government entity or in a non-profit organization operating with multiple real estate locations.

COMPENSATION INFORMATION: Commensurate with Qualification

How to Apply: Applicants may log on to the DHS website at: www.tn.gov/humanserv/ and click on Jobs@ DHS. Resumes can be emailed to zenola.diggs@tn.gov and must be received by on or before ~~December 31, 2012~~ January 31, 2013. **No phone calls please.**